



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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INFORMATION AND FILING INSTRUCTIONS

Admission on Proof of Practice (SCR 40.05)

SCR 40.05 sets forth limitations to admission based on proof of practice that applicants should consider before filing an application. **We recommend that you read those rules before proceeding.**

I. HOW TO FILE

In order to apply you must file the following with the Board of Bar Examiners:

- (A) The Application Form (BE-001). **Complete and file an original Application.** Answers must be typewritten or computer generated except for Question 37 which must be handwritten. Photocopies and other reproductions of the application are acceptable, provided, however, the Signature of Applicant and notarial information must be original. Handwritten applications, applications which are not properly notarized, or applications that are not accompanied by the proper payment will be returned unprocessed. The necessity for thorough and accurate treatment cannot be overemphasized. It is an affidavit, and the Board will treat omissions and misrepresentations under its character and fitness rule, SCR 40.06.
- (B) One notarized and unaltered authorization and release form (BE-002).
- (C) Filing fees in the amount of \$850, must be remitted by a check or money order, payable to the **Board of Bar Examiners.**

Filing occurs on the date that the items listed above are received at the Board of Bar Examiners office during regular business hours (7:45 a.m. - 4:30 p.m., Monday-Friday, except holidays). This application is valid until December 31, 2010. **Facsimile or email transmissions are not accepted.**

II. HOW TO EXPEDITE PROCESSING

The average interval between filing the application and admission is three to six months. To avoid delays in processing, comply with the following instructions and recommendations:

- (A) Applications that are carelessly or incompletely prepared cause delays in processing. Answer all portions of all questions completely. Provide as many details and as much information as possible to avoid delay in processing your application. If you are unable to recall necessary details, you must offer an explanation in your response as to why the required information was not provided. State "not applicable" if appropriate. Account for any gaps as instructed on the application itself.
- (B) Supply complete addresses, including zip codes, where requested.
- (C) Notify references and past employers that prompt responses to inquiries would be helpful.
- (D) Select as character references (Question 36) persons who have known you for no less than two years and who are familiar with your character and fitness. Although you may choose lawyer references who are employed by your firm, lawyers who have worked with you in the role of opposing counsel often supply more useful references. Do not include any family members, or in-laws, or fiancé/fiancée, or significant other, or their families. Refer to Character Reference Questionnaire (BE-101) for further instructions.

- (E) DO NOT PROVIDE DOCUMENTS NOT SPECIFICALLY REQUESTED IN THE APPLICATION FORM OR IN THIS INSTRUCTION SHEET.
- (F) It is the responsibility of the applicant to contact the Board regarding the status of your file. The Board will not contact you.
- (G) The Board will communicate its actions in writing to you at the last address you provided the Board in writing. If your address changes, be sure to update the information with the Board. The change of address form is located at <http://wicourts.gov>. You can also provide the updated information in writing but the document must be signed.
- (H) To expedite the processing of your application, use care in completing it. Account for any gaps as instructed on the application itself.

III. REQUIRED PROOFS

You must to arrange to have the following information **supplied directly to the Board of Bar Examiners by the source agencies:**

- (A) **Undergraduate transcript:** The Board requires an **official transcript** from all undergraduate schools that conferred a degree.
- (B) **Other transcripts:** The Board requires an **official transcript** from all schools attended after your undergraduate degree was conferred, including law schools, graduate schools you may have attended, summer schools, foreign study (including foreign exchange programs), technical schools, etc.
- (C) **A current good standing certificate:** This certificate must be issued by the Clerk of the highest court (normally the Supreme Court) in all admitting jurisdictions.
- (D) **Disciplinary history letter** from the bar disciplinary agency in each jurisdiction you are admitted, setting forth your disciplinary history, including the disposition of all complaints filed against you.

Because a high volume of applicants are also licensed in the following jurisdictions, addresses are supplied to assist in locating the proper agencies for good standing certificates (GSC) and disciplinary history letters (DHL):

CA	GSC DHL	Clerk of the Supreme Court, 350 McAllister Street, Rm. 1295, San Francisco, CA 94102 State Bar of California, 180 Howard Street, San Francisco, CA 94105; specify "Good Standing Certificate including disciplinary history"
IL	GSC DHL	Clerk of the Supreme Court, Supreme Court Building, Springfield, IL 62701 Attorney Registration and Disciplinary Commission, One Prudential Plaza, Suite 1500, 130 East Randolph Drive, Chicago, IL 60601
MI	GSC DHL	Michigan Supreme Court Clerk's Office, P.O. Box 30052, Lansing, MI 48909 Attorney Grievance Commission, Marquette Building, Suite 256, 243 West Congress, Detroit, MI 48226
MN	GSC DHL	Supreme Court Administrator, Minnesota Judicial Ctr., Rm. 305, 25 Constitution Ave., St. Paul, MN 55155 Lawyers Professional Responsibility, 1500 Landmark Towers, 345 St. Peter St., St. Paul, MN 55102-1218
NY	GSC DHL	Contact the agencies in each appellate division in which you are admitted. Contact the agencies in each appellate division in which you are admitted.

IV. TYPICAL PROCESSING PROCEDURE

The usual processing procedure is as follows:

- (A) The applicant files application materials and filing fee with the Board. The Board staff reviews the application to determine where the applicant practiced for the required number of years immediately preceding the date on which the application was filed based on the facts supplied by the applicant. Within that five-year period the applicant must have been substantially engaged in the active practice of law for three years.
- (B) Once the Board staff establishes the jurisdiction(s) used to satisfy the three-year aspect of the requirement, a letter is sent to the applicant with requests for additional information. The applicant must request this documentation at their own expense. To help expedite the process, the applicant can arrange to have an official copy of their undergraduate, graduate and law school transcripts sent directly to this office.
- (C) The completed application is then reviewed by staff.
- (D) On completion of the character and fitness investigation, the Director will certify the applicant for admission, or the file will be referred to the Board for consideration at its next available meeting.
- (E) The staff notifies the applicant in writing of any action taken.
- (F) Applicants receiving Board certification are sent swearing-in instructions.

NOTE: The name you provide in response to Question 1 on the Applicant Questionnaire and Affidavit you file with the Board is the name under which the Board will certify your admission to the Supreme Court of Wisconsin. If you change your name for any reason during the pendency of your application for admission to the Wisconsin bar, you must execute an amendment form BE-010, setting forth your former and present names, the reason for the change, the effective date of the change, and any relevant documents, such as a marriage license, etc.

V. ADDITIONAL INFORMATION

All applicants are reminded of their continuing obligation to update pending applications. Applicants wishing to augment or alter entries to the application affidavit, including name changes, are advised to execute amendment form BE-010. Changes of address and telephone number must be submitted in writing but need not be submitted on the amendment affidavit. **Facsimile or email transmissions are not acceptable.**

The Board will communicate its actions in writing to you at the last address you provided the Board in writing. The authorization and release forms you submit to the Board may be used to confirm information contained in your application, and to obtain any supplemental information deemed necessary to complete the application process.

Your file is confidential (SCR 40.12). Therefore, the Board and its staff will discuss the contents of an application only with the applicant.

The provision of your social security number is voluntary, pursuant to the Federal Privacy Act of 1974. Providing of your social security number assists in expediting the character review process. Your social security number will be used for purposes of investigation and verification, so as to avoid errors of identity, which might introduce problems and delays into the certification and licensure process.

VI. CHARACTER AND FITNESS SCREENING

The Board specifically directs applicants to review SCR 40.06 and SCR 40.07 available at <http://wicourts.gov>.

Pursuant to SCR 22.29, the Board may refer questions of character and fitness to the Office of Lawyer Regulation for investigation. Additional fees may be assessed of the applicant by that agency.

VII. COPIES OF APPLICATIONS

Keep a copy of your completed Application for reference purposes in the event that the Board staff needs to contact you with questions about the information you provided. A copy of your application and amendments is available upon receipt of a written request and payment of \$10 for a plain copy or \$12 for a certified copy. Copies of information obtained by the Board from third parties will not be released to applicants.

VIII. ADDITIONAL FORMS – The following forms are available online at www.wicourts.gov:

- SCR Chapter 40 and Board Rules
- Applicant Questionnaire and Affidavit (BB-001)
- Authorization and Release (BE-002)
- Amendment to Application (BE-010)
- Medical Information Form (BE-004)
- Debts (BE-005)
- Traffic Violations (BE-007)
- Law Violations (BE-008)
- Change of Address Notification (BE-009)
- Character Reference Questionnaire (BE-101)